

# Manage Jurisdictions and Splits

Every voter is linked to a particular jurisdiction and split. The jurisdiction is the particular voting precinct, municipal/township, Legislative district, school district, ward, water development district, etc. that the voter resides in based off their residence address. The split tells you every jurisdiction that the voter is linked to and can vote in. You can manage both your jurisdictions and splits from the **County Utilities** drop-down menu. To access your jurisdictions, select **Manage Jurisdictions** from the **County Utilities** drop-down menu.

The screenshot shows the Secretary of State's website interface. At the top, it says "SECRETARY OF STATE Shantel Krebs". There is a "TOTAL VOTE" logo and a user greeting "Hi brandon ! [ Log Out ] Beadle". Below this, it says "10,351 Active Voters" and "Municipal Election - 4/14/2015". The navigation bar includes "Home", "Voter", "Reports", "Elections", and "County Utilities". The "County Utilities" menu is open, showing options like "County Officials", "Street Master", "Manage Splits", and "Manage Jurisdictions" (which is highlighted with a red box). Other options include "Splits in Jurisdictions", "Process Batch Absentees", "Absentee Emails", "Pollbook Management", "Possible Duplicates", "Merge Voters", "Batch Scan", "List Maintenance", "List Maintenance Returns", "Death Records Search", and "User Manuals". On the left, there is a "TO DO:" section with "Review - DL", "Deaths", "Felony Match", and "Possible Duplicates". Below that is a "Notices:" section with "Unsent Notices - Acknowledgement" and "Unsent Notices - Invalid or Incomplete". On the right, there is a search bar with "Last Name", "First Name", and "Bar Code/Voter ID" fields, and a "Go" button. Below the search bar is a "Batch Print" button.

Your screen should look similar to the picture below. (Every county will look different, as the jurisdictions in the "Jurisdiction Type" drop-down menu are unique to your county.)

The screenshot shows the "Manage Jurisdictions" screen. At the top, it says "SECRETARY OF STATE Shantel Krebs". There is a "TOTAL VOTE" logo and a user greeting "Hi brandon ! [ Log Out ] Hughes". Below this, it says "10,891 Active Voters" and "Special Election - 3/3/2015". The navigation bar includes "Home", "Voter", "Reports", "Elections", and "County Utilities". The "County Utilities" menu is open, showing options like "County Officials", "Street Master", "Manage Splits", and "Manage Jurisdictions" (which is highlighted with a red box). Other options include "Splits in Jurisdictions", "Process Batch Absentees", "Absentee Emails", "Pollbook Management", "Possible Duplicates", "Merge Voters", "Batch Scan", "List Maintenance", "List Maintenance Returns", "Death Records Search", and "User Manuals". On the left, there is a "TO DO:" section with "Review - DL", "Deaths", "Felony Match", and "Possible Duplicates". Below that is a "Notices:" section with "Unsent Notices - Acknowledgement" and "Unsent Notices - Invalid or Incomplete". On the right, there is a search bar with "Last Name", "First Name", and "Bar Code/Voter ID" fields, and a "Go" button. Below the search bar is a "Batch Print" button. The "Manage Jurisdictions" section is visible, showing a "Jurisdiction Type" dropdown menu with options: "-Select-", "Circuit Court Judge", "Municipal/Township", "Precinct", "Road", "School Board Representation Area", "School", and "Ward". There is also a "Code" field and a "No records to display." message.

We are using Hughes County for this example. Hughes County has seven different jurisdiction types, as you can see in the screen shot above. They are Circuit Court Judge, Municipal/Township, Precinct, Road, School Board Representation Area, School, and Ward. Other counties may have more (or less) jurisdiction types. (Other jurisdiction types include Water Development District, School District Polling Place, Ambulance, County Commissioner, etc.)

To start, we have selected “Municipal/Township” from the drop-down box (red circle). The jurisdiction code (blue box) corresponds with the particular jurisdiction name (green box). For example, Harrold has a code of 475.


Manage Jurisdictions			
Jurisdiction Type: <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Municipal/Township</span>		<a href="#">Refresh</a>	
Code	Name		
<input type="text"/>	<input type="text"/>		
02	Blunt City	<a href="#">Update Split Names</a>	<a href="#">Edit Jurisdiction Name</a>
100	Blunt Township	<a href="#">Update Split Names</a>	<a href="#">Edit Jurisdiction Name</a>
117	Bretton Township	<a href="#">Update Split Names</a>	<a href="#">Edit Jurisdiction Name</a>
139	Buckeye Township	<a href="#">Update Split Names</a>	<a href="#">Edit Jurisdiction Name</a>
154	Butte Township	<a href="#">Update Split Names</a>	<a href="#">Edit Jurisdiction Name</a>
155	Byron Township	<a href="#">Update Split Names</a>	<a href="#">Edit Jurisdiction Name</a>
161	Canning Township	<a href="#">Update Split Names</a>	<a href="#">Edit Jurisdiction Name</a>
282	DeGrey Township	<a href="#">Update Split Names</a>	<a href="#">Edit Jurisdiction Name</a>
308	Dry Run Township	<a href="#">Update Split Names</a>	<a href="#">Edit Jurisdiction Name</a>
475	Harrold	<a href="#">Update Split Names</a>	<a href="#">Edit Jurisdiction Name</a>

If you would like to change your code for a particular jurisdiction, click on Edit Jurisdiction Name (red box). Enter the desired code you prefer and click **Update**. You can change the code number to anything you prefer. For this example, we are changing the code from “475” to “Harrold”.


Manage Jurisdictions			
Jurisdiction Type: <span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">Municipal/Township</span>		<a href="#">Refresh</a>	
Code	Name		
<input type="text"/>	<input type="text"/>		
02	Blunt City	<a href="#">Update Split Names</a>	<a href="#">Edit Jurisdiction Name</a>
100	Blunt Township	<a href="#">Update Split Names</a>	<a href="#">Edit Jurisdiction Name</a>
117	Bretton Township	<a href="#">Update Split Names</a>	<a href="#">Edit Jurisdiction Name</a>
139	Buckeye Township	<a href="#">Update Split Names</a>	<a href="#">Edit Jurisdiction Name</a>
154	Butte Township	<a href="#">Update Split Names</a>	<a href="#">Edit Jurisdiction Name</a>
155	Byron Township	<a href="#">Update Split Names</a>	<a href="#">Edit Jurisdiction Name</a>
161	Canning Township	<a href="#">Update Split Names</a>	<a href="#">Edit Jurisdiction Name</a>
282	DeGrey Township	<a href="#">Update Split Names</a>	<a href="#">Edit Jurisdiction Name</a>
308	Dry Run Township	<a href="#">Update Split Names</a>	<a href="#">Edit Jurisdiction Name</a>
475	Harrold	<a href="#">Update Split Names</a>	<span style="border: 2px solid red; padding: 2px;"><a href="#">Edit Jurisdiction Name</a></span>

475	Harrold	<a href="#">Update Split Names</a>	<a href="#">Edit Jurisdiction Name</a>
Code: Harrold			
Name: Harrold			
<a href="#">Update</a> <a href="#">Cancel</a>			

After you click the **Update** button, you can see the code listed for Harrold is now “Harrold” (purple arrow). Now that the code has been changed, you need to click the “Update Split Names” link (red box). That button will change the code “475” to “Harrold” throughout the entire site. That will be reflected on the Voter Info tab, the split on the Edit Voter tab, in the Data Generator, in the registration lists and other Reports, and in the Street Master. After clicking that, you will get a message at the top of the page saying “Splits updated successfully”.



**SECRETARY OF STATE**  
 Shantel Krebs



**TEST**

Hi brandon ! [ [Log Out](#) ]  
 Hughes  
 10,891 Active Voters  
 Special Election - 3/3/2015

[Home](#)
[Voter](#)
[Reports](#)
[Elections](#)
[County Utilities](#)

Quick Search

Last Name
 First Name
 Bar Code/Voter ID

### Manage Jurisdictions

Splits updated successfully

Jurisdiction Type:

Code	Name		
<input type="text"/>	<input type="text"/>		
02	Blunt City	<a href="#">Update Split Names</a>	<a href="#">Edit Jurisdiction Name</a>
100	Blunt Township	<a href="#">Update Split Names</a>	<a href="#">Edit Jurisdiction Name</a>
117	Bretton Township	<a href="#">Update Split Names</a>	<a href="#">Edit Jurisdiction Name</a>
139	Buckeye Township	<a href="#">Update Split Names</a>	<a href="#">Edit Jurisdiction Name</a>
154	Butte Township	<a href="#">Update Split Names</a>	<a href="#">Edit Jurisdiction Name</a>
155	Byron Township	<a href="#">Update Split Names</a>	<a href="#">Edit Jurisdiction Name</a>
161	Canning Township	<a href="#">Update Split Names</a>	<a href="#">Edit Jurisdiction Name</a>
282	DeGrey Township	<a href="#">Update Split Names</a>	<a href="#">Edit Jurisdiction Name</a>
308	Dry Run Township	<a href="#">Update Split Names</a>	<a href="#">Edit Jurisdiction Name</a>
Harrold ←	Harrold	<a href="#">Update Split Names</a>	<a href="#">Edit Jurisdiction Name</a>
476	Harrold Township	<a href="#">Update Split Names</a>	<a href="#">Edit Jurisdiction Name</a>

That is how you can view your county’s voting jurisdictions and manage their names and codes. Feel free to go through your other jurisdiction types and follow the same steps to update them. Now that you know how to manage your jurisdictions, we will move on to managing your splits.

Select **Manage Splits** from the **County Utilities** drop-down menu.

The screenshot shows the Secretary of State website interface. At the top, there is a header with the text "SECRETARY OF STATE Shantel Krebs" and a "TOTAL VOTE" logo. A "TEST" button is visible. On the right, user information is displayed: "Hi brandon ! [ Log Out ] Hughes 10,891 Active Voters Special Election - 3/3/2015". Below the header is a navigation bar with links: Home, Voter, Reports, Elections, and County Utilities. The "County Utilities" dropdown menu is open, showing options: County Officials, Street Master, **Manage Splits** (highlighted with a red box), Manage Jurisdictions, Splits in Jurisdictions, Process Batch Absentees, Absentee Emails, Pollbook Management, Possible Duplicates, Merge Voters, Batch Scan, List Maintenance, List Maintenance Returns, Death Records Search, and User Manuals. To the left of the dropdown is a "TO DO:" section with a table of tasks. To the right is a search bar with fields for Last Name, First Name, and Bar Code/Voter ID, and a "Go" button.

Action	Number
> Confirmation Notices - Over 30 days	40
> Deaths	0
> DL New	1
> DL Update	9
> Documents to be Scanned	70
> Felony Match	4
> Images from Other Counties	39
> Kiosk-New Voter Registration	0

Your screen will look similar to the picture below. Again, every county will look a little different, as they all have unique splits. (FYI: We will be using Custer County for this example.)

The screenshot shows the "Precinct Management" screen. It has three main sections: "Add Split", "Merge Splits", and "New Precinct".

**Add Split:** Includes a "Choose Precinct:" dropdown menu with "-Select-" and an "Add Split" button.

**Merge Splits:** Includes "From Split:" and "To Split:" input fields and a "Merge" button.

**New Precinct:** Includes "Precinct Name:" and "Precinct Code:" input fields and an "Add Precinct" button.

Below these sections is a table of splits:

Split Number	Split Name	# Voters	Merge
21000101	Pre-01 M-63 Sen-30 H-30 Sch-161 (21000101)	296	<a href="#">Voters</a> <a href="#">Merge</a> <a href="#">Edit Split Name</a>
21000102	Pre-01 Sen-30 H-30 Sch-161 (21000102)	941	<a href="#">Voters</a> <a href="#">Merge</a> <a href="#">Edit Split Name</a>
21000201	Pre-02 Sen-30 H-30 Sch-161 (21000201)	139	<a href="#">Voters</a> <a href="#">Merge</a> <a href="#">Edit Split Name</a>
21000202	Pre-02 M-62 Sen-30 H-30 Sch-161 (21000202)	59	<a href="#">Voters</a> <a href="#">Merge</a> <a href="#">Edit Split Name</a>
21000301	Pre-03 Sen-30 H-30 Sch-161 (21000301)	45	<a href="#">Voters</a> <a href="#">Merge</a> <a href="#">Edit Split Name</a>
21000302	Buff Gap #3 City 23-2 (21000302)	99	<a href="#">Voters</a> <a href="#">Merge</a> <a href="#">Edit Split Name</a>
21000303	Buff Gap #3 Rural 23-2 (21000303)	150	<a href="#">Voters</a> <a href="#">Merge</a> <a href="#">Edit Split Name</a>
21000401	Pringle #4 Rural 23-2 (21000401)	7	<a href="#">Voters</a> <a href="#">Merge</a> <a href="#">Edit Split Name</a>
21000402	Pre-04 M-64 Sen-30 H-30 Sch-161 (21000402)	72	<a href="#">Voters</a> <a href="#">Merge</a> <a href="#">Edit Split Name</a>

Each line contains a Split Number and the Split Name. Also, you have the ability to edit the split name and the jurisdictions assigned to it. In addition, you can view all your voters that are assigned to that split.

FYI: Split numbers in TotalVote are all eight digits. Take a look at the first split listed above. The split number is **21000101**. Here is how this split number was generated:

- 21** The first two numbers are the county ID number (Custer County is 21).
- 0001** The next four digits are the precinct number. This split is for Precinct 01. (You won't see any precincts/splits that start with anything other than 00 until your county gets more than 100 precincts.)
- 01** The last two digits are the split number within that precinct. This is the first split for Precinct 01.

### Changing the Names of your Splits

Currently, the split name is defaulted to list all the jurisdictions that are tied to it. While this is helpful information to see, it is not necessary and can easily be simplified. (For example: Since all splits in Custer county are in Senate and House Districts 30, we can remove that information from the split names, because it doesn't need to be displayed. It would be repetitive to show that information in every single split.)

In order to change the name of a split, click on Edit (red box). Then, in the Split Name box, you can erase what is there and type in anything that you wish. The split name doesn't have to be a number; it can be anything you want.

We are going to go through and rename all of Custer County's splits. The first split listed (21000101) is Custer County's only split for the town of Hermosa. Therefore, we are going to rename this split from its old name of "**Pre-01 M-63 Sen-30 H-30 Sch-161**" to simply "**Hermosa**". Then click Update (purple box). We are going to rename all of Custer County's splits in this manner.

Split Number	Split Name				
<input type="text"/>	<input type="text"/>				
21000101	Pre-01 M-63 Sen-30 H-30 Sch-161 (21000101)	<a href="#">Edit Jurisdictions</a>	<a href="#">Voters</a>		<a href="#">Edit</a>
Split Name:	<input type="text" value="Hermosa"/>				
<a href="#">Update</a>	<a href="#">Cancel</a>				
21000102	Pre-01 Sen-30 H-30 Sch-161 (21000102)	<a href="#">Edit Jurisdictions</a>	<a href="#">Voters</a>		<a href="#">Edit</a>
21000201	Pre-02 Sen-30 H-30 Sch-161 (21000201)	<a href="#">Edit Jurisdictions</a>	<a href="#">Voters</a>		<a href="#">Edit</a>
21000202	Pre-02 M-62 Sen-30 H-30 Sch-161 (21000202)	<a href="#">Edit Jurisdictions</a>	<a href="#">Voters</a>		<a href="#">Edit</a>
21000301	Pre-03 Sen-30 H-30 Sch-161 (21000301)	<a href="#">Edit Jurisdictions</a>	<a href="#">Voters</a>		<a href="#">Edit</a>
21000302	Pre-03 M-60 Sen-30 H-30 Sch-232 (21000302)	<a href="#">Edit Jurisdictions</a>	<a href="#">Voters</a>		<a href="#">Edit</a>
21000303	Pre-03 Sen-30 H-30 Sch-232 (21000303)	<a href="#">Edit Jurisdictions</a>	<a href="#">Voters</a>		<a href="#">Edit</a>
21000401	Pre-04 Sen-30 H-30 Sch-232 (21000401)	<a href="#">Edit Jurisdictions</a>	<a href="#">Voters</a>		<a href="#">Edit</a>

After we have changed the names of Custer’s splits, they look like this. These splits will be displayed this way throughout TotalVote (again—on the voter records, in the Data Generator, in the poll books and other Reports, and in the Street Master.)

Split Number	Split Name			
<input type="text"/>	<input type="text"/>			
21000101	Hermosa (21000101)	<a href="#">Edit Jurisdictions</a>	<a href="#">Voters</a>	<a href="#">Edit</a>
21000102	Precinct 1 (21000102)	<a href="#">Edit Jurisdictions</a>	<a href="#">Voters</a>	<a href="#">Edit</a>
21000201	Precinct 2 (21000201)	<a href="#">Edit Jurisdictions</a>	<a href="#">Voters</a>	<a href="#">Edit</a>
21000202	Fairburn (21000202)	<a href="#">Edit Jurisdictions</a>	<a href="#">Voters</a>	<a href="#">Edit</a>
21000301	Precinct 3 Custer School Dist. (21000301)	<a href="#">Edit Jurisdictions</a>	<a href="#">Voters</a>	<a href="#">Edit</a>
21000302	Buffalo Gap (21000302)	<a href="#">Edit Jurisdictions</a>	<a href="#">Voters</a>	<a href="#">Edit</a>
21000303	Precinct 3 Hot Springs School Dist. (21000303)	<a href="#">Edit Jurisdictions</a>	<a href="#">Voters</a>	<a href="#">Edit</a>
21000401	Precinct 4 Hot Springs School Dist. (21000401)	<a href="#">Edit Jurisdictions</a>	<a href="#">Voters</a>	<a href="#">Edit</a>
21000402	Pringle (21000402)	<a href="#">Edit Jurisdictions</a>	<a href="#">Voters</a>	<a href="#">Edit</a>
21000403	Precinct 4 Custer School Dist. (21000403)	<a href="#">Edit Jurisdictions</a>	<a href="#">Voters</a>	<a href="#">Edit</a>
21000501	Precinct 5 (21000501)	<a href="#">Edit Jurisdictions</a>	<a href="#">Voters</a>	<a href="#">Edit</a>
21000602	Custer Ward 1 (21000602)	<a href="#">Edit Jurisdictions</a>	<a href="#">Voters</a>	<a href="#">Edit</a>
21000701	Custer Ward 2 (21000701)	<a href="#">Edit Jurisdictions</a>	<a href="#">Voters</a>	<a href="#">Edit</a>
21000801	Custer Ward 3 (21000801)	<a href="#">Edit Jurisdictions</a>	<a href="#">Voters</a>	<a href="#">Edit</a>
21000901	Precinct 9 (21000901)	<a href="#">Edit Jurisdictions</a>	<a href="#">Voters</a>	<a href="#">Edit</a>
21001001	Precinct 10 Custer School Dist. (21001001)	<a href="#">Edit Jurisdictions</a>	<a href="#">Voters</a>	<a href="#">Edit</a>
21001002	Elk Mountain School Dist. (21001002)	<a href="#">Edit Jurisdictions</a>	<a href="#">Voters</a>	<a href="#">Edit</a>

## Cleaning Up Your Splits

You might have splits that you can delete. One of the best ways to look over your splits is by viewing your **Splits** report and seeing the voter totals that are tied to each. Go to the “Reports” tab and then choose “View Reports”. When there, choose “Splits” in the drop-down menu and then click View Report.

The screenshot shows the TotalVote web application interface. At the top, there are navigation tabs: Home, Voter, Reports, Elections, and County Utilities. The 'Reports' tab is active. Below the tabs, there are two buttons: 'Data Generator' and 'View Reports'. The 'View Reports' button is highlighted with a red rectangle. Below these buttons, there is a 'Quick Search' section with input fields for 'Last Name', 'First Name', and 'Bar Code/Voter ID', and a 'Go' button. Below the search section, there is a dropdown menu with 'Splits' selected. An arrow points from the 'Splits' dropdown to a 'View Report' button. Below the 'View Report' button, there is a text box containing the word 'Splits'.

When you run this report, you can clearly see all your splits listed with the split number, split name, and voter total on each line. If you see any splits that have a very low amount of voters, you might want to take a look and see if those voters are in the wrong place. (Below, we have marked some splits with low voter totals. While numbers may vary from county to county, a good rule of thumb to start out with is to investigate any split with less than 10 voters.)

Hughes

Split	Jurisdictions	Count
36000501	Pre-05 M-100 Sen-24 H-24 Sch-583	1
36000502	Pre-05 M-100 Sen-24 H-24 Sch-583 SBR-6	12
36000503	Pre-05 M-161 Sen-24 H-24 Sch-583 SBR-7	30
36000504	Pre-05 M-636 Sen-24 H-24 Sch-583 SBR-6	9
36000505	Pre-05 M-100 Sen-24 H-24 Sch-583 SBR-7	33
36000506	Pre-05 M-161 Sen-24 H-24 Sch-583	1
36000507	Pre-05 M-1082 Sen-24 H-24 Sch-583 SBR-7	11
36000509	Pre-05 W-1 M-02 Sen-24 H-24 Sch-583 SBR-7	15
36000510	Pre-05 W-1 M-02 Sen-24 H-24 Sch-583 SBR-6	35
36000511	Pre-05 W-2 M-02 Sen-24 H-24 Sch-583 SBR-7	14
36000512	Pre-05 W-2 M-02 Sen-24 H-24 Sch-583 SBR-6	56
36000513	Pre-05 W-3 M-02 Sen-24 H-24 Sch-583 SBR-6	52
36000514	Pre-05 W-3 M-02 Sen-24 H-24 Sch-583 SBR-7	87
36000701	Pre-07 M-832 Sen-24 H-24 Sch-342	7
36000702	Pre-07 M-832 Sen-24 H-24 Sch-583	4

After you have cleaned up your splits and moved all your voters into the correct places, you might have some empty/extra splits with no voters in them. If you go back to your **Manage Splits** page, you will see a “Delete” button that becomes activated whenever you have a split with no voters tied to it. Feel free to use that button to delete that empty split from your county.

36000505	Pre-05 M-100 Sen-24 H-24 Sch-583 SBR-7 (36000505)	<a href="#">Edit Jurisdictions</a>	<a href="#">Voters</a>		<a href="#">Edit</a>
36000506	Pre-05 M-161 Sen-24 H-24 Sch-583 (36000506)	<a href="#">Edit Jurisdictions</a>	<a href="#">Voters</a>		<a href="#">Edit</a>
36000507	Pre-05 M-1082 Sen-24 H-24 Sch-583 SBR-7 (36000507)	<a href="#">Edit Jurisdictions</a>	<a href="#">Voters</a>		<a href="#">Edit</a>
36000508	Pre-05 W-03 M-02 Sen-24 H-24 Sch-583 SBR-6 (36000508)	<a href="#">Edit Jurisdictions</a>	<a href="#">Voters</a>	<a href="#">Delete</a>	<a href="#">Edit</a>

## Creating New Jurisdictions

**\*Do NOT create new jurisdictions or splits after ballots have been created and exported.**

Now let's move on to editing the jurisdictions that are tied to each split. We will go back to Custer County's splits. Let's say that the town of Hermosa, SD got a fire district. Therefore, we need to add this information to TotalVote.

Go back to the "Manage Splits" page and find the split for Hermosa. Then click on "Edit Jurisdictions" (orange circle).

**Precinct Management**

**Add Split**

Choose Precinct:

**Merge Splits**

From Split:  To Split:

**New Precinct**

Precinct Name:

Precinct Code:

Split Number	Split Name		# Voters		Merge	
21000101	Hermosa (21000101)	<a href="#">Edit Jurisdictions</a>	296	<a href="#">Voters</a>	<a href="#">Merge</a>	<a href="#">Edit Split Name</a>
21000102	Pre-01 Sen-30 H-30 Sch-161 (21000102)	<a href="#">Edit Jurisdictions</a>	941	<a href="#">Voters</a>	<a href="#">Merge</a>	<a href="#">Edit Split Name</a>
21000201	Pre-02 Sen-30 H-30 Sch-161 (21000201)	<a href="#">Edit Jurisdictions</a>	139	<a href="#">Voters</a>	<a href="#">Merge</a>	<a href="#">Edit Split Name</a>
21000202	Pre-02 M-62 Sen-30 H-30 Sch-161 (21000202)	<a href="#">Edit Jurisdictions</a>	59	<a href="#">Voters</a>	<a href="#">Merge</a>	<a href="#">Edit Split Name</a>
21000301	Pre-03 Sen-30 H-30 Sch-161 (21000301)	<a href="#">Edit Jurisdictions</a>	45	<a href="#">Voters</a>	<a href="#">Merge</a>	<a href="#">Edit Split Name</a>

You will be taken to the page below. At the top, choose "Fire" from the Jurisdiction Type drop-down box. Then assign the new district a name and a code (step 1). When you are finished, click the "Add Jurisdiction" button on the right side of the page (step 2).

**Jurisdictions in Split**

County: Custer   < Split: 0101 Hermosa (21000101) >

**New Jurisdiction**

Jurisdiction Type:

Jurisdiction Name:

Jurisdiction Code:

**Available Jurisdictions:**

- Municipal - Buffalo Gap
- Municipal - Custer
- Municipal - Fairburn
- Municipal - Pringle
- Precinct - Precinct-02
- Precinct - Precinct-03
- Precinct - Precinct-04

**Linked Jurisdictions:**

- Circuit Court Judge - Seventh Circuit
- House - District 30
- Municipal - Hermosa
- Precinct - Precinct-01
- School - Custer School District 16-1
- Senate - District 30



That new jurisdiction will then appear in the “Linked Jurisdictions” box, with the rest of the jurisdictions this split is linked to (step 3). All the voters in this jurisdiction are now linked to this new fire district.

**Jurisdictions in Split**

County: Custer Update Split Name Return to Splits ◀ Split: 0101 Hermosa (21000101) ▶

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**New Jurisdiction**

Jurisdiction Type: -Select- Add Jurisdiction

Jurisdiction Name:

Jurisdiction Code:

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'Hermosa Fire District' was added to '0101 Hermosa (21000101)'

**Available Jurisdictions:**

- Municipal - Buffalo Gap
- Municipal - Custer
- Municipal - Fairburn
- Municipal - Pringle
- Precinct - Precinct-02
- Precinct - Precinct-03
- Precinct - Precinct-04

Link >>

<< Unlink

**Linked Jurisdictions:**

- Circuit Court Judge - Seventh Circuit
- House - District 30
- Municipal - Hermosa
- Precinct - Precinct-01
- School - Custer School District 16-1
- Senate - District 30
- Fire - Hermosa Fire District

3.

The final step is to update the split name. Click the Update Split Name button and the name of the appropriate split will be updated. **NOTE: Do NOT create a split after you create a ballot.**

### Adding/Removing Jurisdictions from Splits

In the example above, you saw how easy it was to add a jurisdiction by adding a fire district to Hermosa. If you ever need to remove a jurisdiction, here is what you do:

Pull up the split to be edited:

**Precinct Management**

**Add Split**

Choose Precinct: -Select- Add Split

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**Merge Splits**

From Split:  To Split:  Merge

**New Precinct**

Precinct Name:  Add Precinct

Precinct Code:

Split Number	Split Name		# Voters		Merge	
<span style="border: 1px solid black; width: 50px; height: 20px;"></span>	<span style="border: 1px solid black; width: 150px; height: 20px;"></span>					
21000101	Hermosa (21000101)	<a href="#" style="border: 2px solid orange; border-radius: 50%; padding: 2px;">Edit Jurisdictions</a>	296	<a href="#">Voters</a>	<a href="#">Merge</a>	<a href="#">Edit Split Name</a>
21000102	Pre-01 Sen-30 H-30 Sch-161 (21000102)	<a href="#">Edit Jurisdictions</a>	941	<a href="#">Voters</a>	<a href="#">Merge</a>	<a href="#">Edit Split Name</a>
21000201	Pre-02 Sen-30 H-30 Sch-161 (21000201)	<a href="#">Edit Jurisdictions</a>	139	<a href="#">Voters</a>	<a href="#">Merge</a>	<a href="#">Edit Split Name</a>
21000202	Pre-02 M-62 Sen-30 H-30 Sch-161 (21000202)	<a href="#">Edit Jurisdictions</a>	59	<a href="#">Voters</a>	<a href="#">Merge</a>	<a href="#">Edit Split Name</a>
21000301	Pre-03 Sen-30 H-30 Sch-161 (21000301)	<a href="#">Edit Jurisdictions</a>	45	<a href="#">Voters</a>	<a href="#">Merge</a>	<a href="#">Edit Split Name</a>

Again, you will be directed back to this page. On the left (**green box**) is the list of all available jurisdictions for your entire county. On the right (**blue box**) is the list of the jurisdictions that are currently linked to the split you have chosen.

Let's remove the fire district we just added for Hermosa. On the right, click on the fire district so it is highlighted yellow. Then click the double arrows pointing **left** in the middle of the page (circled).

**Jurisdictions in Split**

County: **Custer**             < Split: 0101 Hermosa (21000101) >

**New Jurisdiction**

Jurisdiction Type:      

Jurisdiction Name:

Jurisdiction Code:

**Available Jurisdictions:**

- Municipal - Buffalo Gap
- Municipal - Custer
- Municipal - Fairburn
- Municipal - Pringle
- Precinct - Precinct-02
- Precinct - Precinct-03
- Precinct - Precinct-04
- Precinct - Precinct-05
- Precinct - Precinct-06
- Precinct - Precinct-07
- Precinct - Precinct-08
- Precinct - Precinct-09
- Precinct - Precinct-10
- School - Elk Mountain School District 16-2
- School - Hot Springs School District 23-2
- Ward - Custer Ward-1
- Ward - Custer Ward-2
- Ward - Custer Ward-3

**Linked Jurisdictions:**

- Circuit Court Judge - Seventh Circuit
- Fire - Hermosa Fire District**
- House - District 30
- Municipal - Hermosa
- Precinct - Precinct-01
- School - Custer School District 16-1
- Senate - District 30

Once you do, the highlighted fire district will move to the left side of the screen. Since it is no longer in the blue box, it is no longer linked to that split. The changes you make are immediately saved.

**Jurisdictions in Split**

County: **Custer**             < Split: 0101 Hermosa (21000101) >

**New Jurisdiction**

Jurisdiction Type:      

Jurisdiction Name:

Jurisdiction Code:

**Available Jurisdictions:**

- Municipal - Buffalo Gap
- Municipal - Custer
- Municipal - Fairburn
- Municipal - Pringle
- Precinct - Precinct-02
- Precinct - Precinct-03
- Precinct - Precinct-04
- Precinct - Precinct-05
- Precinct - Precinct-06
- Precinct - Precinct-07
- Precinct - Precinct-08
- Precinct - Precinct-09
- Precinct - Precinct-10
- School - Elk Mountain School District 16-2
- School - Hot Springs School District 23-2
- Ward - Custer Ward-1
- Ward - Custer Ward-2
- Ward - Custer Ward-3
- Fire - Hermosa Fire District**

**Linked Jurisdictions:**

- Circuit Court Judge - Seventh Circuit
- House - District 30
- Municipal - Hermosa
- Precinct - Precinct-01
- School - Custer School District 16-1
- Senate - District 30

## Merging Splits

If you have multiple splits that can be merged into one, you can simply merge those splits together. From the example below, you can see that split 21000101 and 21000102 have the same jurisdictions linked (based off of the Split Name) to them and therefore can be merged. First, click the “Merge” button for the split that you want to merge and it will fill in on the “From Split:” box at the top of the page. Then, select the second “Merge” button on the split you want to combine it with, and it will fill in on the “To Split:” box.

**Precinct Management**

**Add Split**  
Choose Precinct: -Select- Add Split

**Merge Splits**  
From Split: 21000102 To Split: 21000101 Merge

**New Precinct**  
Precinct Name:  Add Precinct  
Precinct Code:

Split Number	Split Name		# Voters		Merge	
21000101	Pre-01 M-63 Sen-30 H-30 Sch-161 (21000101)	<a href="#">Edit Jurisdictions</a>	296	<a href="#">Voters</a>	<a href="#">Merge</a>	<a href="#">Edit Split Name</a>
21000102	Pre-01 M-63 Sen-30 H-30 Sch-161 (21000102)	<a href="#">Edit Jurisdictions</a>	941	<a href="#">Voters</a>	<a href="#">Merge</a>	<a href="#">Edit Split Name</a>
21000201	Pre-02 Sen-30 H-30 Sch-161 (21000201)	<a href="#">Edit Jurisdictions</a>	139	<a href="#">Voters</a>	<a href="#">Merge</a>	<a href="#">Edit Split Name</a>
21000202	Pre-02 M-62 Sen-30 H-30 Sch-161 (21000202)	<a href="#">Edit Jurisdictions</a>	59	<a href="#">Voters</a>	<a href="#">Merge</a>	<a href="#">Edit Split Name</a>

Since these splits are combinable, you get a message that says “Splits merged successfully. Please delete split ‘21000102’.” Since split 21000102 has zero voters assigned to it, I can now delete it (Below).

**Precinct Management**

**Add Split**  
Choose Precinct: -Select- Add Split

**Merge Splits**  
From Split:  To Split:  Merge  
Splits merged successfully. Please delete split '21000102'.

**New Precinct**  
Precinct Name:  Add Precinct  
Precinct Code:

Split Number	Split Name		# Voters		Merge	
21000101	Pre-01 M-63 Sen-30 H-30 Sch-161 (21000101)	<a href="#">Edit Jurisdictions</a>	1237	<a href="#">Voters</a>	<a href="#">Merge</a>	<a href="#">Edit Split Name</a>
21000102	Pre-01 M-63 Sen-30 H-30 Sch-161 (21000102)	<a href="#">Edit Jurisdictions</a>	0	<a href="#">Voters</a>	<a href="#">Merge</a>	<a href="#">Edit Split Name</a> <a href="#">Delete</a>
21000201	Pre-02 Sen-30 H-30 Sch-161 (21000201)	<a href="#">Edit Jurisdictions</a>	139	<a href="#">Voters</a>	<a href="#">Merge</a>	<a href="#">Edit Split Name</a>

## Adding Splits

If there is a new split that needs to be added, you can do so by choosing the precinct that the new split will be tied to and clicking the Add Split button.

**Precinct Management**

**Add Split**

Choose Precinct: Precinct-01 Add Split

**Merge Splits**

From Split:  To Split:  Merge

Splits merged successfully. Please delete split '21000102'.

**New Precinct**

Precinct Name:  Add Precinct

Precinct Code:

Once you have clicked the “Add Split” button, you should see a screen like the one below. This is where you can select the appropriate jurisdictions that are linked to this split by selecting the appropriate jurisdiction from the Available Jurisdictions box and clicking the “Link>>” button to move the jurisdiction over to the Linked Jurisdictions box.

**Jurisdictions in Split**

County: Custer Update Split Name Return to Splits < Split: (21000103) >

**New Jurisdiction**

Jurisdiction Type: -Select- Add Jurisdiction

Jurisdiction Name:

Jurisdiction Code:

**Available Jurisdictions:**

- Circuit Court Judge - Seventh Circuit
- House - District 30
- Municipal - Buffalo Gap
- Municipal - Custer
- Municipal - Fairburn
- Municipal - Hermosa
- Municipal - Pringle
- Precinct - Precinct-02
- Precinct - Precinct-03
- Precinct - Precinct-04
- Precinct - Precinct-05
- Precinct - Precinct-06
- Precinct - Precinct-07

Link >> << Unlink

**Linked Jurisdictions:**

Precinct - Precinct-01

Once all of the jurisdictions have been linked, click the “Update Split Name” button and the split name will be updated.

## Creating a New Precinct

If a new precinct needs to be created, you can do that under the Manage Splits screen as well. Enter in the new Precinct Name and Precinct Code and click on “Add Precinct”.

The screenshot shows the 'Precinct Management' interface. On the left, there are sections for 'Add Split' (with a 'Choose Precinct' dropdown and an 'Add Split' button) and 'Merge Splits' (with 'From Split' and 'To Split' text boxes and a 'Merge' button). On the right, the 'New Precinct' section is highlighted with a red border. It contains two input fields: 'Precinct Name' with the value 'New Precinct' and 'Precinct Code' with the value 'NP1'. An 'Add Precinct' button is located to the right of these fields.

Once you have added the new precinct, you should see a screen like the one below. Again, you will want to link the appropriate jurisdictions and click the “Update Split Name” button when you have finished.

The screenshot shows the 'Jurisdictions in Split' interface. At the top, it displays 'County: Custer' and buttons for 'Update Split Name' and 'Return to Splits'. A status bar indicates 'Split: 1100 New Precinct NP1-00 (21001100)'. Below this is the 'New Jurisdiction' section with a 'Jurisdiction Type' dropdown (set to '-Select-'), 'Jurisdiction Name' and 'Jurisdiction Code' text boxes, and an 'Add Jurisdiction' button. The main area is divided into two columns. The left column, 'Available Jurisdictions', lists: 'Circuit Court Judge - Seventh Circuit', 'House - District 30', 'Municipal - Buffalo Gap', 'Municipal - Custer', 'Municipal - Fairburn', 'Municipal - Hermosa', 'Municipal - Pringle', 'Precinct - Precinct-01', 'Precinct - Precinct-02', 'Precinct - Precinct-03', 'Precinct - Precinct-04', 'Precinct - Precinct-05', and 'Precinct - Precinct-06'. Between the columns are 'Link >>' and '<< Unlink' buttons. The right column, 'Linked Jurisdictions', shows 'Precinct - New Precinct'.